

POSITION DUTY STATEMENT

PM-0924 (REV 7/2014)

CLASSIFICATION TITLE Senior Transportation Planner, Specialist	OFFICE/BRANCH/SECTION Headquarters / Division of Traffic Operations Office of Strategic Development	
WORKING TITLE Chief, Transportation Management System Pilot /Integrated Corridor Management Branch	POSITION NUMBER 913-350-4724-917	EFFECTIVE

As a valued member of the Caltrans team, you make it possible for the Department to provide a safe, sustainable, integrated, and efficient transportation system to enhance California's economy and livability. Caltrans is a performance-driven, transparent, and accountable organization that values its people, resources and partners, and meets new challenges through leadership, innovation and teamwork.

GENERAL STATEMENT:

Under the general direction of the Chief, Office of Strategic Development, the incumbent is the Transportation Management System Pilot Project Manager, and Connected Corridor Program Implementation Coordinator. The Branch Chief has primary responsibility for overall direction and project management of the Transportation Management System (TMS) Pilot Program on top priority transportation corridors, with longer term intent develop and implement Transportation System Management and Operations (TSM&O) and Integrated Corridor Management (ICM) as part of the California Connected Corridors Program in coordination with districts and transportation partners.

TYPICAL DUTIES:

Percentage

Job Description

Essential (E)/Marginal (M)¹

- 50% (E) Provide overall direction and project management of the TMS Pilot Program on top priority transportation corridors, with longer term intent develop and implement TSM&O and Integrated Corridor Management (ICM) in coordination with districts and transportation partners. Coordinate and implement TMS, TSM&O and ICM implementation management activities with the districts, Divisions of Transportation Planning; Research, Innovation, and System Information, Maintenance; and other divisions as necessary and with transportation partners; assure that TSM&O and strategic objectives are developed in accordance with the Caltrans Strategic Management Plan, Traffic Operations Program Strategic Plan, the TMS Business Plan and TMS Master Plan; Prepare, carry out and report progress on a detailed TMS Program work plan to completion, provide reporting and responses on pilot corridors to Department Executive Management, and via the Budgets Division to Department of Finance (DOF) and the Legislative Analyst's Office (LAO). Review and provide direction on district work plans, implementation, resolve issues and monitor progress with district corridor managers. Prepare and deliver presentations on the TMS pilot program, provide monthly reports to management on progress, and provide regular briefings to the Office Chief and resolve issues. Develop and implement ICM on top priority corridors (includes TMS

¹ESSENTIAL FUNCTIONS are the core duties of the position that cannot be reassigned.
MARGINAL FUNCTIONS are the minor tasks of the position that can be assigned to others.

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Pilot Program Corridors) as part of the California Connected Corridors Program in coordination with districts and transportation partners.

- 25% (E) Project and contract manager for consultant contracts to carry out responsibilities, e.g., for technical assistance to districts, including monitoring consultant priorities, travel schedules to districts, and participating in sessions with districts/consultant. Provide project management support and coordination for multi-division efforts as required, including Regional Operations Forums and System Management Capability Maturity Model. Develop, implement, and support throughout the organization, with the aim of improving TSM&O and performance by developing and implementing partnerships, knowing how the system is operating and performing, why it is performing that way, and identifying opportunities for improved operational performance in the critical outcomes of system performance, including increasing efficiency and integrated operation of the existing transportation system, accessibility, sustainability, reliability, and safety.

Coordinate Traffic Operations input to all planning documents and guidance updates to reflect TSM&O and Traffic Operations policies and strategies including Planning for Operations. Develop new programs, processes and guidance to support improved system management and operations of the transportation system, including support activities of a proposed multi-disciplinary Caltrans TSM&O Management Steering Committee.

May assist in efforts to increase regional, local and tribal government involvement in strategic and performance based plans and programs administered by Traffic Operations.

- 15% (E) Provide recommendations to the Office Chief (Program Manager) on policy matters pertaining to the TMS pilot corridors. Develop and direct technical studies, special reports, research studies, and consultant studies to determine effective applications for advanced system and corridor management techniques affecting the State Highway System and freeway/arterial management; make presentations to high level internal/external staff of federal, state and local agencies, and the public.
- 10% (M) Other duties include activities such as preparing legislative analysis and correspondence, serving on special committees on operational and corridor management issues, and general administrative duties.

SUPERVISION OR GUIDANCE EXERCISED OVER OTHERS

None. Incumbent may be lead worker for major projects and Steering Committee support.

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KNOWLEDGE, ABILITIES AND ANALYTICAL REQUIREMENTS

Knowledge of: all phases of transportation planning process; the Department's mission, organization, policies, and procedures; Federal and State laws and regulations; concepts and terminology relating to transportation planning and TSM&O and operational strategies, and performance metrics including the California Performance Measurement System (PeMS); and techniques of selecting outside consultants and project management. Must have the ability to effectively communicate (oral and written) with management, technical, and non-technical personnel, and build effective relationships with others, both inside and outside Caltrans.

Ability to: develop and implement programs and supporting activities; analyze, interpret and apply analytical techniques; work independently and as a core member on complex planning projects; develop effective recommendations and solutions; and balance multiple priorities and meet deadlines.

RESPONSIBILITY FOR DECISIONS AND CONSEQUENCES OF ERROR

Strategic Development efforts, including Corridor analyses, performance metrics, collaborative work with partner agencies and project management of related consultant contracts are the foundation for the State's system management's efforts. Any quality shortcomings could lead to poor decisions and sub-optimal utilization of the State's resources for improving system performance.

PUBLIC AND INTERNAL CONTACTS

Daily internal contacts with Headquarters Director's Office and Headquarters and District units in Transportation Planning, Traffic Operations, Research, Innovation, and System Information, Maintenance, Budgets and other programs as necessary. Frequent involvement with Metropolitan Planning Organizations, County Commissions, Regional Transportation Planning Agencies, and with consultants.

PHYSICAL, MENTAL, AND EMOTIONAL REQUIREMENTS

The workload is occasionally subject to substantial, and unexpected changes within a short time period which requires that the incumbent quickly adapt behavior and work methods in response to new information/priorities, and unexpected obstacles; multi-task; effectively interact with many levels of people in a cooperative manner; be decisive; take appropriate actions; and complete tasks or projects with a short notice. The incumbent should be able to work effectively under pressure, maintain focus and intensity yet remain optimistic and persistent, even under adversity.

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The incumbent shall act in a fair and ethical manner toward others and demonstrate a sense of responsibility and commitment to public services; develop new insights into situations and apply innovative solutions to make organizational improvements; grasp the essence of new information and master new technical and business knowledge, particularly in the area of outreach; and value cultural diversity and other individual differences in the workforce.

The incumbent may be required to sit for long periods of time using a keyboard and video display terminal. The incumbent will occasional lift up to 25 pounds without assistance. Bending, stooping, and pulling may be required within the normal course of performing some of responsibilities associated with the positions.

The incumbent must have the ability to multi-task, adapt to changes in priorities, and complete tasks or projects with short notice. Incumbent should be able to concentrate in order to review and create documents and meet strict deadlines at times. The incumbent must grasp the essence of new information and master new technical and business knowledge that will meet the directives of the Division. The incumbent should understand new and long-range plans and be able to determine how best to be position the Division to achieve a competitive advantage in transportation.

WORK ENVIRONMENT

The incumbent will work in a climate-controlled office under artificial lighting. However, due to periodic problems with the heating and air conditioning, the building temperature may fluctuate.

The incumbent may be required to travel to meetings in other office buildings or throughout California and on occasion, outside California.

I have read, understand and can perform the duties listed above. (If you believe you may require reasonable accommodation, please discuss this with your hiring supervisor. If you are unsure whether you require reasonable accommodation, inform the hiring supervisor who will discuss your concerns with the Reasonable Accommodation Coordinator.)

EMPLOYEE (Print)

EMPLOYEE (Signature)

Date

I have discussed the duties with and provided a copy of this duty statement to the employee named above.

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Supervisor (Print)

JOAN SOLLENBERGER

Supervisor (Signature)

Date
